



CITY OF SUNNYVALE RECREATION INFORMATIONAL BULLETIN



POLICY ON POSTING OF PRINTED MATERIAL AT RECREATION BUILDINGS

The display and distribution of printed material at Recreation Division buildings and facilities is limited to those programs and events that are sponsored by the City of Sunnyvale and must be pre-approved by the Recreation Division Marketing Coordinator or Supervisor. The Recreation Division may also establish a space for the posting of non-City materials, but is not obligated or required to do so.

Members of the public who would like to post printed material may contact the Sunnyvale Library. The Library has a designated community information area where people may post information about events and resources.

Space available for the display and distribution of printed material at Recreation Division buildings and facilities is limited. Therefore priority will be given in the following order:

- 1) Programs, events and classes offered by Sunnyvale Parks and Recreation
- 2) Programs, events and classes offered by organizations that have agreements with Sunnyvale Parks and Recreation
- 3) Programs, events and classes offered by other City of Sunnyvale departments
- 4) Programs, events and classes offered by organizations that are sponsored by other City of Sunnyvale departments
- 5) Information that Recreation Division Staff provides as a resource to participants in programs and/or to the public

In addition, printed material produced by an organization that has a service agreement or community partnership agreement must be pre-approved by the staff liaison to that organization and:

- 1) List a valid phone number where interested individuals may call for more information
- 2) Conform to the Publicity Checklist established by the Recreation Division (copies of this may be obtained from the Marketing Coordinator)
- 3) Display the City logo (if sponsored by the City)
- 4) Be approved by the Recreation Division Marketing Coordinator or Supervisor